

SECRET

OSA-4913-63

MEMORANDUM FOR: Chairman, Administrative Career Service Board, SA Career Service

25X1A

25X1A SUBJECT : Quality Step Increase for []

25X1A

1. It is recommended that [] be considered for a quality step increase.

25X1A

2. Since December of 1961, [] has served as Chief of Support and Executive Officer of one of our U. S. bases. During this period, the number of personnel involved in this high priority project of national interest has increased many fold. In addition to the normal duties performed by a Chief of Support, [] has had to cope with expanding housing requirements, providing adequate recreational facilities for personnel isolated from normal recreational facilities, and contacts and negotiation of contracts with labor unions.

25X1A

25X1A

3. [] has gained the confidence of responsible industrial officials with whom he deals for his honesty, objectivity, and managerial ability. He has a realistic approach to industrial problems and is insistent upon receiving maximum value for each dollar spent. He has successfully negotiated contracts with labor unions which have cleared the air with union leadership, insuring continuation of work on an uninterrupted basis. The Chief of Base, [] on a fitness report on [] dated 3 March 1963, states, "He [] is one of the most effective and reliable senior staff officers I have ever associated with."

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

4. The magnitude of the effort in which [] is involved will continue at an ever increasing pace for months to come. Based on past and current performance, it is believed that [] will continue to perform in an outstanding manner.

5. Based on a review of the record, it appears that the performance of [] warrants a quality step increase.

DOCUMENT 36
NO COPY
11 DEC 1963
25118
REVIEWED 110000

~~SECRET~~

OSA-4913-63

Page 2

This office will be glad to supply any additional information that you feel may be required in consideration of our recommendation.



ILLEGIB

JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

25X1A

OSA/PB [redacted] is
(18 September 1963)

Distribution:

- O & 1 - Ch/Admin CSB/SA-CS
- 1 - AD/OSA
- 1 - PB/OSA
- 1 - BD/OSA
- 1 - RB/OSA

~~SECRET~~